

Vermont Public Library Compensation and Staffing Survey: Get Ready

This summer, in partnership with the [Constructive Disruption](#) consultancy, the Vermont Department of Libraries and the [Working Group on the Status of Libraries in Vermont](#) are undertaking a Public Library Compensation & Staffing Survey and Analysis. The compensation and staffing survey is part of the Working Group's charge, and will ultimately be included in the Group's report, scheduled to be delivered to House and Senate Committees on Education in November 2023.

Hearing from each of our 185 public libraries in this study is important to ensure the findings are representative and useful as both a picture of the current state of staffing and compensation as well as for advocating in the future. The survey intends to study staffing levels at Vermont libraries, whether staffing levels are sufficient to meet community needs, whether library staff compensation and benefits are sufficient, and how libraries rely on volunteers.

We've created this **Get Ready** guide to help you complete the survey. In addition to this guide, we are also offering the following resources to support you in completing the survey:

- A live help session on Wednesday, July 19 at 9am where Constructive Disruption will walk through the survey, offering suggestions and tips for completion and answering questions. You can register at <https://vtlib.libcal.com/event/10897289> for the live help session; a recording will be posted following the session.
- A compilation of [Frequently Asked Questions \(FAQ\)](#).
- Detailed guides for questions in [Section B: Staffing Levels and Compensation](#) and [Section C: Benefits](#).

You will need the following to successfully complete the survey:

- Collect your data ahead of time. We recommend you print out or review a [PDF copy of the survey](#); you may even want to write down your answers on the PDF copy of the survey to make it quicker to fill out online.
- At least one uninterrupted hour to fill your information into the survey — the state's survey platform does not allow the option for you to return to a partially completed survey. *Be sure to set aside time to work through the survey where you will not be interrupted by library patrons or library responsibilities.*



- You will most likely find it easiest to complete the survey on a desktop computer or laptop, rather than a smaller device, such as a phone or tablet.

Overall, we estimate it may take two to three hours to complete the survey, with much of this time dedicated to collecting the information needed in the survey.

The link to the survey will be included in the emails sent to each library director. Need the link to the survey re-sent? Please contact Constructive Disruption directly at stephanie@constructivedisruption.info or judah@constructivedisruption.info.

Data you'll need for the survey

Some of what you will be asked for will be familiar to you, as you are asked for the information as part of the annual public library survey. For example:

- Hours open per week and weeks open per year
- A list of staff positions in your library
- The job descriptions, including educational requirements; average weekly hours worked; average hourly rate; and average time in the position for each of those staff positions (see the [FAQ](#) for more detailed information)
- Detailed information about your volunteers, including the number of volunteers you have.

You'll also need information that you will likely have to obtain from whomever fulfills your human resources functions. That may be you, or a Board member, a Human Resources department, or a municipality. We understand some libraries have very limited support in this area, and encourage small library directors to talk with their trustees and town treasurers if they need information to complete the survey.

In particular, you will need relatively detailed information about the funding or coverage provided by the library/town/city as the employer:

- Health & dental benefits
- Leave (paid time off)
- Retirement plans
- Paid family leave
- Short- and long-term disability
- Unemployment insurance.

You'll need this information for both full- and part-time staff.

